



## **Missouri Department of Elementary and Secondary Education**

*— Making a positive difference through education and service —*

November 9, 2005

Dear Exhibitor:

The 2006 Conference on the Young Years will be held March 10-11, 2006, with Pre-Conference on the 9. This year's conference will again be held at Tan-Tar-A Resort, Osage Beach, Missouri. Now in its 32<sup>nd</sup> year, this annual conference attracts more than 2,000 participants from public and private school districts, preschools, kindergartens, childcare centers, Head Start programs, Parents as Teachers, parent education programs, early childhood special education programs, early childhood administration, and early childhood higher education institutions.

We are pleased to invite you to submit an application to exhibit. There are fifty-two booths available and are assigned on a first-come, first-served basis.

### **APPLICATION / CANCELLATION**

Applications must be completed and mailed with a check for the full amount in order to be accepted. Applications received after all booth spaces have been reserved will be returned and names will be added to a waiting list to contact should anyone cancel. Cancellations must be confirmed in writing. Cancellations received (not postmarked) before February 9, 2006, will be accepted and refunded after the conference. Requests received after February 9, will not be refunded.

### **BOOTH INFORMATION**

Booth Prices:

Early Bird Booth (before 12/30/05)	\$350
Additional Early Bird Booths	\$300
Booth (after 12/30/05)	\$400
Additional Booths (after 12/30/05)	\$350
Electricity	\$50

- Booth prices include one 8' x 10' space with one 6' dressed table, two chairs, rear curtains, and company information in conference program and listed on the CYY web site.
- Please request electricity on the exhibitor application form.
- The conference program will only list company contact information if received by the Early Bird Deadline.

## **INSTALLATION AND DISMANTLING OF EXHIBITS**

Booths will be ready for setup from 8:00 a.m. until 3:00 p.m. on Thursday, March 9. Exhibits must fit within the assigned space. You may not expand into aisles, unsold booth spaces, etc. Any disputes should be brought to the attention of the Conference Committee. Exhibits must remain in place until 6:00 p.m. on Friday, March 10. Exhibitors staying until 6:00 p.m. on March 10 will be included in a drawing. Prizes will include two \$100 off the next year's booth rental, and five exhibitors will be able to select their exhibit space for the next year's conference. Any exhibitor not meeting the Early Bird Registration deadline for the next years conference will forfeit their selected space. Requests to remove any part of the exhibit prior to 6:00 p.m. must be cleared with the Conference Committee. Dismantling early could result in your request to exhibit at the next years conference not being accepted.

## **EXHIBIT HOURS**

The Grand Opening of Exhibits is scheduled for Thursday, March 9 from 3:00 p.m. until 7:00 p.m. Exhibits will be open on Friday, March 10 from 8:00 a.m. until 6:00 p.m.

## **DOOR PRIZES**

In an effort to encourage participants to attend all exhibits, we ask that you play Exhibitor Bingo with the conference participants. We are asking each exhibitor to donate a door prize to be used for this fun event. Participants will be given a blank bingo card that will need to be validated at each booth. Only completed cards will be eligible for the drawing. Prizes will be distributed Saturday morning. Conference Committee member(s) will pick up door prizes on Thursday before the Grand Opening. Exhibitor recognition cards will be available in your booth to attach to the door prize.

If you have any questions or need additional information, please contact Angie Koetting at 573-751-2095.

Sincerely,



Jo Anne Ralston  
Director, Early Childhood Education

Enclosure

# 2006 CONFERENCE ON THE YOUNG YEARS

## *Exhibitor Registration Form*

**Tan-Tar-A Resort - Osage Beach, Missouri**

**March 9-10, 2006**

Sponsored by the Missouri Department of Elementary and Secondary Education

Early Childhood Education Section

(573) 751-2095

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Representatives (List up to three names as they will appear on the name badge)

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

### **BOOTH INFORMATION**

(Checks payable to: Treasurer, State of Missouri)

<input type="checkbox"/> Early Bird (before 12/30/05)	\$350	Total: _____
<input type="checkbox"/> Additional Early Bird Booths	\$300	Total: _____
<input type="checkbox"/> Registration (after 12/30/05)	\$400	Total: _____
<input type="checkbox"/> Additional Booths (after 12/30/05)	\$350	Total: _____
<input type="checkbox"/> Electricity	\$50	Total: _____
Total Amount Owed:		_____

Please provide a brief description of your exhibit. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you be interested in hosting a make-and-take booth? If yes, briefly describe. \_\_\_\_\_

\_\_\_\_\_

Web Site Address (A link will be added to our web site): \_\_\_\_\_

#### DESE USE ONLY

Date Received: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_ Rcvd. By: \_\_\_\_\_